

**Directions:**

Evaluate the student by checking the appropriate number or letter to indicate the degree of competency. The rating for each task should reflect employability readiness rather than the grades given in class.

**Rating Scale:**

- 0 No Exposure** – no experience or knowledge in this area
- 1 Not Mastered** – requires instruction and close supervision
- 2 Requires Supervision** – can perform job completely with limited supervision
- 3 Mastered** – can work independently with no supervision

**ACCOUNTING I**

0	1	2	3	<b>A. Apply Accounting Concepts</b>	<b>Notes:</b>
				1. Explain the purpose of accounting systems	
				2. Define terminology related to accounting concepts and principles	
				3. Define the three forms of ownership	
				4. Apply the accounting equation to business transactions	
				5. Classify accounts	
				6. Utilize a chart of accounts	
				7. Explain the importance of following the Generally Accepted Accounting Principles (GAAP)	
				8. Apply GAAP principles and concepts	
				9. Explain the double entry system of accounting	
				10. Apply debit and credit rules to business transactions	
				11. Identify global/international concerns related to accounting (e.g., time zones, monetary conversions, ethnic customs, and language)	
				Other:	

0	1	2	3	<b>B. Complete the Accounting Cycle Process</b>	<b>Notes:</b>
				1. Define terminology related to the accounting cycle process	
				2. Analyze source documents	
				3. Analyze transactions	
				4. Journalize transactions using various journal formats	
				5. Post transactions to the appropriate ledger	
				6. Create a trial balance	
				7. Create a worksheet	
				8. Prepare an income statement for a service business	
				9. Prepare an income statement for a merchandising business	

				10. Prepare a balance sheet for a sole proprietorship	
				11. Prepare a balance sheet for a partnership	
				12. Prepare a balance sheet for a corporation	
				13. Prepare a schedule of accounts receivable	
				14. Prepare a schedule of accounts payable	
				15. Prepare a statement of owner's equity	
				16. Prepare a statement of distribution of net income	
				17. Prepare a statement of stockholder's equity	
				18. Journalize adjusting entries	
				19. Post adjusting entries	
				20. Journalize closing entries	
				21. Post closing entries	
				22. Prepare a post-closing trial balance	
				23. Complete a manual/automated accounting simulation	
				Other:	

0	1	2	3	C. Maintain Cash Control	Notes:
				1. Define terminology related to cash control and banking activities	
				2. Identify cash control procedures (e.g., signature cards, deposit slips, internal/external controls, check clearing)	
				3. Write checks	
				4. Maintain a check register or stubs	
				5. Endorse checks	
				6. Explain the process for proving cash	
				7. Prove cash	
				8. Reconcile a bank statement	
				9. Journalize transactions to establish and replenish petty cash	

				10. Post journal entries to establish and replenish petty cash	
				11. Journalize entries related to banking activities	
				12. Post entries related to banking activities	
				13. Journalize entries related to cash short and over	
				14. Post entries related to cash short and over	
				Other:	

0	1	2	3	D. Complete Payroll Procedures	Notes:
				1. Define terminology related to payroll	
				2. Calculate time cards	
				3. Calculate gross earnings (e.g., hourly rate, piece rate, and salary/commission)	
				4. Calculate net earnings (e.g., FICA, federal withholding, and insurance)	
				5. Prepare a payroll register	
				6. Prepare payroll checks	
				7. Maintain an employee earnings record	
				8. Calculate employer's payroll taxes (e.g., social security, federal and state unemployment, and Medicare)	
				9. Journalize entries related to payroll	
				10. Post entries related to payroll	
				11. Prepare federal, state, and local payroll reports	
				Other:	

0	1	2	3	E. Complete Special Accounting Procedures	Notes:
				1. Define terminology related to special accounting procedures	
				<i>Inventory</i>	
				2. Calculate the cost of goods sold using the First In, First Out (FIFO) method	
				3. Calculate the cost of goods sold using the Last In, First Out (LIFO) method	
				4. Calculate the cost of goods sold using the weighted average method	
				5. Journalize inventory entries	
				6. Post inventory entries	
				<i>Plant Assets and Depreciation</i>	
				7. Calculate depreciation using the various methods	
				8. Calculate book value	
				9. Journalize plant assets inventory entries	

				10. Post plant assets inventory entries	
				<i>Uncollectible Accounts</i>	
				11. Calculate the estimated uncollectible accounts expense	
				12. Write-off uncollectible accounts using direct write-off and allowance methods	
				13. Reinstate previously written-off accounts	
				14. Journalize uncollectible accounts entries	
				15. Post uncollectible accounts entries	
				<i>Notes Payables and Receivables</i>	
				16. Calculate interest and maturity dates	
				17. Calculate accrued interest	
				18. Journalize notes payable and receivable entries	
				19. Post notes payable and receivable entries	
				20. Journalize reversing entries	
				21. Post reversing entries	
				Other:	

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>F. Maintain Computerized Accounting Systems</b>	<b>Notes:</b>
				1. Define terminology related to computerized accounting systems	
				2. Differentiate between manual and computerized accounting systems	
				3. Use spreadsheets and/or software to complete the accounting cycle	
				4. Use spreadsheets and/or software to maintain cash control	
				5. Use spreadsheets and/or software to prepare payroll	
				6. Complete a computerized accounting simulation	
				Other:	

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>G. Demonstrate Employability Skills</b>	<b>Notes:</b>
				1. Explain employment opportunities and job responsibilities available in private, public, government, and not-for-profit sectors	
				2. Explain certification requirements for accounting careers	
				3. Apply problem-solving methods	
				4. Demonstrate time management skills	
				5. Exhibit appropriate interpersonal skills for the workplace (e.g., teamwork, communication, attitude, punctuality, and cultural sensitivity)	
				6. Explain the importance of ethical business	

				decisions	
				7. Demonstrate the concepts of integrity and confidentiality related to the accounting profession	
				8. Present accounting topics (e.g., oral, visual, written, and group)	
				Other:	